

## NOTICE TO INTERESTED PARTIES

This solicitation is provided to you for information purposes. If interested in responding to this solicitation, you may choose to submit your offer on the downloaded document **provided** you register your company by fax or e-mail for this specific solicitation. If you do not register your company, you will not receive addenda, if any, and your offer will be automatically rejected and not considered for award.

### **Registration or Request for Copy of Solicitation**

**Submit FAX or E-MAIL to:**

FAX No.:

(808) 587-1244

E-mail Address:

[michael.b.clack@hawaii.gov](mailto:michael.b.clack@hawaii.gov)

or

[marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov)

### **Provide the following information:**

- |                       |  |                          |
|-----------------------|--|--------------------------|
| - Name of Company     | - Mailing Address  | - Name of Contact Person |
| - Telephone Number    | - Facsimile Number   | - E-Mail Address         |
| - Solicitation Number | - Fedex (or equivalent) account number (document will be sent by U.S. Postal Service first class mail if this is not provided) |                          |

**STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
HONOLULU, HAWAII**

**REQUEST FOR PROPOSALS**

**RFP No.: PSD 06-CPS/SA-26**

**Alternative to Incarceration for Female  
Offenders at the Hawaii Community  
Correctional Center**

Issued March 3, 2006

March 3, 2006

**REQUEST FOR PROPOSALS  
RFP No. : PSD 06-CPS/SA-26  
ALTERNATIVE TO INCARCERATION  
FOR  
FEMALE OFFENDERS  
AT THE HAWAII COMMUNITY CORRECTIONAL CENTER**

The Department of Public Safety, Corrections Program Services, is requesting proposals from qualified applicants to provide alternatives to incarceration for female offenders at the Hawaii Community Correctional Center. A single contract will be awarded under this request for proposals.

This project is to provide residential community beds, with alternative treatment services to women offenders transitioning from incarceration at the Hawaii Community Correctional Center to the community.

Proposals must be postmarked by US mail before midnight on **May 12, 2006** or hand delivered by 4:30 p.m., Hawaii Standard Time (HST) at the drop off site that is designated on the following page.

Proposals postmarked after midnight on **May 12, 2006** or hand delivered after 4:30 p.m. HST on **May 12, 2006** will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

The Corrections Program Services will conduct an orientation on **March 24, 2006** from 10:00 a.m. to 11:00 a.m., HST, at 919 Ala Moana Blvd, Room 404, Honolulu, Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on **April 14, 2006**. All written questions will receive a written response from the State on or about **April 28, 2006**.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or may be made by telephone to (808) 587-1215.

## **PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET**

<b>ONE ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL ARE REQUIRED.</b>
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**ALL MAIL-INS MUST BE POSTMARKED BY USPS BEFORE 12:00 MIDNIGHT,  
May 12, 2006**

### **All Mail-ins and Drop Off Site**

Department of Public Safety  
Planning, Programming and Budget Office  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

### **PSD RFP COORDINATOR**

Marc Yamamoto  
For further info. or inquiries  
Phone: 587-1215  
Fax: 587-1244

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL  
4:30 P.M., May 12, 2006**

**BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight May 12, 2006, will not  
be accepted for review and will be returned.**

**Hand deliveries will not be accepted after 4:30 p.m., May 12, 2006**

**Deliveries by private mail services such as FedEx shall be considered hand deliveries and  
will not be accepted if received after 4:30 p.m., May 12, 2006.**

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

### I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### II. RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview***--Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications***--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions***--Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation***--Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments*** --Provides applicants with information and forms necessary to complete the application.

### III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

**Corrections Program Services  
Department of Public Safety, State of Hawai'i**

**919 Ala Moana Blvd. , Room 405**

**Honolulu, Hawaii 96814**

**Attention: Larry Hales**

**Phone: 808 587-1272 Fax: 808 587-1280**



#### IV. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

<b>Activity</b>	<b>Scheduled Date</b>
Issuance of Request for Information (RFI)	February 10, 2006
Response to RFI due date	February 23, 2006
Public notice announcing RFP	March 3, 2006
Distribution of RFP	March 3, 2006
RFP orientation session	March 24, 2006
Closing date for submission of written questions for written responses	April 14, 2006
State purchasing agency's response to applicants' written questions	April 28, 2006
Discussions with applicant prior to proposal submittal deadline (optional)	Not applicable
<b>Proposal submittal deadline</b>	<b>May 12, 2006</b>
Discussions with applicant after proposal submittal deadline (optional)	Not applicable
Final revised proposals (optional)	Not applicable
Proposal evaluation period	May 26 – June 12, 2006
Provider selection	June 19, 2006
Notice of statement of findings and decision	July 3, 2006
Contract start date	August 1, 2006

#### V. RFI Results

A request for information was issued on February 10, 2006 inviting prospective applicants the opportunity to discuss questions regarding the scope of services, requirements of the subsequent request for proposals, as well as the type and range of services of the prospective applicant. Responses were due on February 23, 2006, 4:30 p.m. (H.S.T.).

No prospective applicants responded to our request for information. As a result, no changes have been made to this request for proposals.

#### VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

<b>Date:</b>	<b>March 24, 2006</b>	<b>Time:</b>	<b>10:00 a.m. to 11:00 a.m.</b>
<b>Location:</b>	<b>Department of Public Safety</b> <b>919 Ala Moana Blvd. Room 404</b> <b>Honolulu, HI 96814</b>		

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However,

answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

## **VII. Submission of Questions**

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** April 14, 2006 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

**Date:** April 28, 2006

## **VIII. Submission of Proposals**

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)

5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).

- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail is not allowed.

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: [http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

## **IX. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **X. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

**XI. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals within five working days from the date of the request.

**XII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

**XIII. Final Revised Proposals**

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

**XIV. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

**XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

**XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

## **XVII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

## **XVIII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XIX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Mr. Frank J. Lopez	Name: Ms. Terri L. Ohta
Title: Interim Director	Title: Acting Administrative Services Officer
Mailing Address: 919 Ala Moana Blvd. Room 400, Honolulu, HI 95814	Mailing Address: 919 Ala Moana Blvd. Room 413, Honolulu, HI 96814
Business Address: Same	Business Address: Same

## **XX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

## **XXI. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

## XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## XXIII. Liability Insurance

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

<u>Coverage</u>	<u>Limits</u>
<b>Commercial General Liability (occurrence form)</b>	\$1,000,000 combined single limit per occurrence for bodily injury and property damage
<b>Automobile, if applicable</b>	Bodily injury \$1,000,000/person \$1,000,000/occurrence Property damage \$1,000,000/accident
<b>Professional Liability, if applicable</b>	\$1,000,000/claim \$2,000,000 annual aggregate

Each insurance policy required by this contract shall contain the following clauses:

1. *"The insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Public Safety, PPB Office, 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814."*
2. *"The State of Hawaii, Department of Public Safety, is added as an additional insured as respects to operations performed for the State of Hawaii."*
3. *"It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.



The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Department Coordinator to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

#### **XXIV. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

#### **XXV. Campaign Contributions by State and County Contractors**

Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.

# **Section 2**

## **Service Specifications**

## **Section 2**

### **Service Specifications**

#### **I. Introduction**

##### **A. Background**

This project is to provide residential community beds, with attending treatment services, to women offenders transitioning from incarceration at the Hawaii Community Correctional Center to the community.

##### **B. Purpose or Need**

The purpose of the project is to successfully reintegrate these offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society.

##### **C. Description of the Goals of the Service**

1. Obtaining and maintaining employment.
2. Renewing, maintaining, and achieving positive relationships with family members.
3. Develop life skills and attitudes that will encourage the offender successful reintegration into the community.
4. Saving money with which the offender can offset expenses when she is released from the jurisdiction of the Department.

##### **D. Description of the Target Population to be Served**

1. Adult female sentenced inmates, including parolees at risk of violating parole, who have met the requirements for community custody and/or pretrial detainees who are granted supervised release.
2. Pretrial defendants on supervised release. Consideration for pretrial placement will be based on the type of pending charges and ineligibility for home detention due to lack of a permanent residence.

##### **E. Geographic Coverage of Service**

Residential treatment services shall be provided in Hilo, Hawaii.

**F. Probable Funding Amounts, Source, & Period of Availability**

Funding for services is estimated at \$248,400 for the period commencing on the date indicated on the Notice to Proceed for a period of twelve (12) months. This contract may be extended for two (2) additional twelve (12) months or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

**II. General Requirements****A. Specific qualifications or requirements, including but not limited to licensure or accreditation.**

1. Service provider must be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
5. Service provider must have a minimum of one year of successful experience in operating a residential facility in the community.
6. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The provider shall provide only those treatment services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.
7. To those agencies who do not meet the one year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
  - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience

requirement, the service for which funds are being requested is a new services, etc.)

- b. The qualifications and experience of the organization in providing services for other related state programs in the past.
- c. Description of the activities performed to date and accompanying statistical data.

**B. Secondary purchaser participation**  
(Refer to §3-143-608, HAR)

There are no planned secondary purchases; however, after-the-fact secondary purchases will be allowed.

**C. Multiple or alternate proposals**  
(Refer to §3-143-605, HAR)

☐ Allowed                      ☒ Unallowed

**D. Single or multiple contracts to be awarded**  
(Refer to §3-143-206, HAR)

☒ Single                      ☐ Multiple                      ☐ Single & Multiple

**E. Single or multi-term contracts to be awarded**  
(Refer to §3-149-302, HAR)

☐ Single term ( $\leq 2$  yrs.)                      ☒ Multi-term ( $> 2$  yrs.)

Award shall be for the twelve-month period commencing on the date indicated on the Notice to Proceed. Refer to Section 2, I.F. The contract may be extended for two (2) additional twelve-month periods or fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

**F. RFP Contact Person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Mr. Marc Yamamoto  
 Planning, Programming and Budget Office  
 Department of Public Safety  
 919 Ala Moana Blvd., Room 413  
 Honolulu, Hawaii 96814  
 Phone (808) 587-1215 Fax (808) 587-1244

### **III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

#### **A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**

Service provider must include a complete description of services and activities proposed to provide a comprehensive program for offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

1. Provide a residential setting appropriate for achievement of the program's purpose.
2. Provide treatment services in group or individual therapy sessions to address inmate needs in areas such as cognitive skills, life skills, substance abuse, domestic violence, physical and sexual abuse.
3. Provide 24 hours-a-day, on-site shelter and living arrangements and on-site supervision of residents transitioning from institutionalization. Staff members appropriately skilled and trained in working with female substance abusing offenders shall operate the program. The staff to client ratio shall not exceed 1 staff member to 10 clients. A certified substance abuse counselor shall be on duty during regular day operating hours and provide on-call services in the evening hours. Staff members with lesser clinical qualifications may be on duty evenings, nights, weekends and Holidays.
4. Comply with the Standards for Community Residential Programs of the American Correctional Association (ACA).
5. Monitor participants' behavior to ensure compliance with all State and federal laws and the rules and regulations of the Department.
6. Test for the use of drugs or alcohol in accordance with approved Department policies and procedures.
7. Report all violations promptly to the Hawaii Community Correctional Center.

8. Provide three nutritionally adequate meals per day, of which two will be a hot meal, for each program participant unless specifically waived by the Department or unless a waiver of this provision by the participant is made through a written agreement with the Contractor.
9. Enable the participants to engage in meaningful leisure, social and recreation activities.
10. Perform case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations. Services shall include referral to public and private social services, vocational placement agencies, mental health services, and other similar agencies; and monitoring the reintegration process from community residential programming to independent living provided the Department approves the selection of participants.
11. Assist each participant in seeking, obtaining and maintaining approved employment. Transportation to be the responsibility of participant and agreed upon with Service Provider and Department.
12. Assist participants with personal budgeting, to ensure that they have a viable plan to meet their financial obligations and accumulate savings for use after release from incarceration.
13. Arrange for transportation for Department approved medical and dental services. Department authorized services will be paid for by the Department. Allow participants with personal health insurance to secure personal medical services with the approval of the Department.
14. Provide counseling for participants, including crisis intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.
15. Provide participants with assistance in developing skills necessary for successful reintegration into the community.
16. Provide treatment services in the areas of cognitive skills, substance abuse, domestic violence, physical and sexual abuse through the in-house personnel or Department approved sub-providers. Any cost not itemized in this RFP proposal will be approved by the Department before payment is made.
17. Monitor participants living independently in the community to ensure their compliance with established conditions of the furlough agreement and treatment plans.

**B. Management Requirements (Minimum and/or mandatory requirements)****1) Personnel**

- a) The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to chapter 706, including a probationer serving a term of imprisonment pursuant to section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.
- b) Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these offenders. The Service Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Any changes to staff and sub-providers shall be agreed in writing, by the Department of Public Safety.

**2) Administrative**

- a) Service Provider shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b) Service Provider is required to meet the qualifying requirements specified in Chapter 103 F, Hawaii Revised Statutes.
- c) Service Provider shall comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.
- d) Service Provider shall supervise, train, and provide administrative direction relative to the delivery of services.



- e) Service Provider shall maintain and show proof of a liability insurance policy of at least one million dollars.
- f) The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).
- g) The Service Provider shall notify the correctional facility's Health Care Unit in advance and obtain authorization for any medical appointments in the community for the offender. All medication prescribed for the offender must be approved by the correctional facility's Health Care Unit. The Department of Public Safety will pay for all pre-approved medical and dental services for the offender.

### **3) Quality assurance and evaluation specifications**

Service provider shall provide a detailed description of its qualifications, experience, and track record in providing social and residential services to the community in general and offender populations specifically. This section shall include:

- a) Resumes of the service provider's executive staff;
- b) List of experience as a service provider operating a residential program;
- c) List of experience as a service provider providing services to offenders;
- d) List of prior contracts with the public sector in providing residential services and discussions of any problems or difficulties encountered in prior contracts;
- e) Success service provider has had in recruiting and retaining quality staff; and
- f) Service provider's current financial statement and any financial audits completed in the last three years.

### **4) Required Data Reporting (Process Data)**

- a) Total number of offenders referred for treatment.
- b) Total number of offenders accepted into the residential program.

- c) Number of participants who were terminated from the program.
- d) Number of participants returned to prison as a result of a misconduct violation (positive urinalysis, escape etc.)
- e) Number of participants returned to prison as a result of a criminal offense.
- f) Number of participants who were terminated from the program as a result on non-compliance with the mandates of the program.
- g) Length of participation for each program participant.
- h) Number of program participants who completed the program and were paroled.
- i) Number of program participants who completed the program and placed on extended furlough.

**5) Required Performance Measures (Outcome Measures)**

- a) Percent of participants who have completed all requirements and expectations set forth in their individualized treatment plans.
- b) Percent of participants who remain substance free during their entire length of participation in the program.
- c) Percent of participants who are paroled or released.

**6) Reporting requirements for program and fiscal data**

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Program Manager the monthly list of offenders they are treating by facility jurisdiction for drug testing purpose in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked "Confidential" and forwarded to the Substance Abuse Services Branch.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:

- The date and time of each treatment service, whether completed or interrupted.
  - A roster of residents who attended each session.
  - For absent resident, whether they were excused or unexcused.
  - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10<sup>th</sup> of each month.
- d) Quarterly line item expenditure reports, in a format to be approved by Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

**7) Pricing structure or pricing methodology to be used**

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

**8) Units of service and unit rate**

Proposal must include a description of how each component will be integrated into the treatment services and a description of the community resources which an inmate will be linked if applicable. Proposals must include the unit cost per hour, per inmate, per group for each component as applicable, as well as the estimated number of units to be provided.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

### **I. Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

- 1) The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. Applicant shall provide a detailed description of its qualifications, experience, and track record in providing services in the community in general and offender populations specifically for the most recent five years.

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing substance abuse programs;
2. List of experience as an agency providing services to offenders and their families;
3. List of contracts performed for the Department of Public Safety, if applicable;
4. List of other prior contracts with the public sector in providing services in general for male and female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. Success applicant has had in recruiting and retaining quality staff; and
6. Applicant's current financial statement and any financial audits completed in the last three (3) years.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

**E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

**III. Project Organization and Staffing****A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

**2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

a. List names and submit copies of resumes of all executive/administrative staff already in the employ of the applicant and/or of those likely to be hired.

b. List names and submit resumes of all program staff already in the employ of the applicant and/or of those likely to be hired

**B. Project Organization****1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

Applicant shall also describe all pre-service and in-service training provided to service provider's staff, including number of training hours, and the method(s) used to evaluate the performance of service provider's staff.

## **2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

## **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. Applicant shall include a completed description of services and activities proposed to provide a comprehensive program for female offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

- 1) Program philosophy;
- 2) Program components;
- 3) Description of case management services, including record-keeping and report writing methods;
- 4) Description of how basic services will be provided;
- 5) Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services;
- 6) Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
- 7) Flexibility of treatment programs; and
- 8) Description of on-site supervision of offenders.

## **V. Financial**

### **A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on a fixed unit of service pricing structure. Proposals shall include unit of cost for each component, as well as a reasonable estimate of the number of units to be provided. The pricing shall include all taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:



SPO-H-205, Budget  
SPO-H-205A, Organization–Wide Budget By Source of Funds  
SPO-H-206A, Budget Justification – Personnel – Salaries and Wages  
Special instructions are located in section 5.

**B. Other Financial Related Materials**

**1. Accounting System**

In order to determine the adequacy of the applicant’s accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant’s current financial statement and any financial audits completed in the last three (3) years.

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**

## Section 4

# Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### *Administrative Requirements*

##### *Proposal Application*

**100 Points**

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

**TOTAL POSSIBLE POINTS**

**100 Points**

### **III. Evaluation Criteria**

#### **A. Phase 1 - Evaluation of Proposal Requirements**

##### **1. Administrative Requirements**

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)

##### **2. Proposal Application Requirements**

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### **B. Phase 2 - Evaluation of Proposal Application (100 Points)**

##### ***Background and Summary (10 Points)***

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

***Program Overview:*** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

**1. Experience and Capability (20 Points)**

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

**A. Necessary Skills**

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

- 

**B. Experience**

- Demonstrated skills, abilities, knowledge of, and past experience and performance on past contracts with PSD and others relating to the delivery of the proposed services as outlined in the POS Proposal Application.

**C. Quality Assurance and Evaluation**

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

- 

**D. Coordination of Services**

- Demonstrated capability to coordinate services with other agencies and resources in the community.

- 

**E. Facilities**

- Adequacy of facilities relative to the proposed services.

-

## 2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

### A. *Staffing*

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. \_\_\_\_\_
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. \_\_\_\_\_
- Subcontractors qualifications and past experience. \_\_\_\_\_

### B. *Project Organization*

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. \_\_\_\_\_
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. \_\_\_\_\_
- \_\_\_\_\_

## 3. *Service Delivery (55 Points)*

- Applicant can provide a residential setting appropriate to program purpose. \_\_\_\_\_
- Applicant has a workable plan for 24 hours-a-day, on-site shelter and living arrangements including on site supervision. \_\_\_\_\_
- Applicant can provide clinical treatment services and counseling to address inmate needs in areas of cognitive skills, life skills, substance abuse, domestic violence, physical and sexual abuse. \_\_\_\_\_
- Applicant has a schedule of treatment and other daily activities outlined which meets the requirements in section 2 and 3 of this proposal. \_\_\_\_\_

- Applicant has a plan for meal provision as outlined in section 2 of this proposal. \_\_\_\_\_
- Applicant has a plan for case management services as outlined in section 2 of this proposal. \_\_\_\_\_
- Applicant is able to provide Job Development services to inmates as outlined in section 2 of this proposal. \_\_\_\_\_
- Applicant has a plan for monitoring participants living independently in the community as outlined in section 2 of this proposal. \_\_\_\_\_

**4. *Financial (10 Points)***

Competitiveness and reasonableness of unit of service, as applicable.

Adequacy of accounting system.

Financial stability of the applicant

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents



# Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	<b>(Required if not Registered)</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>With proposal or prior to award</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b><i>Federal Certifications</i></b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Certificate of Liability Insurance			<b>With proposal or upon award</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

SPO-H (Rev. 9/04)

## Proposal Application Table of Contents

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